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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200120024-8

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Foreign Documents Division

FROM : Chief, Classification and Wage Division

SUBJECT: Establishment of Special Translating Section

DATE: 7 February 1952

In reply to your verbal request of [ ] of this office concerning the classification positions for a special translating staff attached directly to your office, we wish to point out that it will be necessary for you to initiate a formal request to the Organization and Methods Service for a T/O change. Subsequent to their approval of this function, we will establish grades for the positions authorized.

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1/3. thru AD/O acting chief.  
 To Mgmt. Org. methods 201, E 2210  
 Reg. for T/O Revision

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## Special Language Officer

Under the immediate direction of the Chief SLD

Special Language Officer is responsible for the processing of; (a) foreign documents in the paper languages; (b) handwritten foreign language documents in difficult script and/or; (c) documents of such a nature as to require handling by only one person.

He is responsible for the accuracy of his work as he is the only one checking his own work.

He shall recommend the type of processing necessary in each such document, that is, whether full translation, summary or extract.

He must have sufficient experience and qualifications to enable him to act as a "trouble shooter" in performing translation and/or interpretation in any of the Branches of SLD as the need arises.

He must survey and plan in order that J.D.N. may secure the best and latest reference materials in all the exotic languages.

He must be capable of training linguists and must be on call for such training duties as may be assigned at any time.

He must be capable of and prepared to <sup>master</sup> ~~add~~ additional exotic languages as the need arise.

Incumbents must have at least a degree of M.A. and must have an expert knowledge of at least ten languages including at least six of the rarer ones, and be able to produce clear and accurate ~~exhibit~~ text from documents written in those languages.

He must be able to identify the language of any foreign document and act as Division Consultant on philological matters

*He must perform over other duties  
or may be assigned by Chief F&W.*